

Message Text

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46

ACTION OIC-04

INFO OCT-01 IO-14 ISO-00 L-03 DODE-00 /022 W

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P 251645Z JAN 74

FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 3603

UNCLAS GENEVA 0484

E. O. 11652: N/A

TAGS: OCON, AFIN

SUBJECT: ADMINISTRATIVE SUPPORT ARRANGEMENTS DIPLOMATIC CONFERENCE
ON HUMANITARIAN LAW, FEBRUARY 20- MARCH 29, 1974

REF: STATE 1217

MISSION SUPPORT DESCRIBED BELOW:

SECRETARIAL: AT TOTAL OF 4 SECRETARIES REQUIRED. STATE 1217
REPORTED THAT ONE WILL BE SENT BY DEFENSE; A SECOND BY STATE.
MISSION CAN PROVIDE FULL-TIME SERVICES OF RMRC SECRETARY.
FOURTH SECRETARY MUST BE TDY'D OR LOCAL HIRED SINCE ALL OTHER
MISSION SECRETARIES FULLY COMMITTED. OVERTIME FOR SECRETARIES
ESTIMATED: \$800.00.

SPACE: MISSION SPACE DISTRESSINGLY LIMITED. SPACE AVAILABLE
THIS DELEGATION NECESSARILY LIMITED TO: ROOM 602 - FOR HEAD OF
DELEGATION. ROOM LARGE ENOUGH TO HOLD INFORMAL STAFF MEETINGS
PROVIDED PARTICIPANTS DO NOT NEED WORKING AREA FOR PAPERS, ETC.
ROOM 602A - TWO SECRETARIAL DESKS AND TWO CONFERENCE TABLES NOW
IN PLACE. CAN BE USED FOR TWO SECRETARIES AND AS GENERAL DRAFTING
WORK AREA FOR OFFICERS.
ROOM 601- ONE SECRETARIAL DESK PLUS TWO DESKS FOR OFFICERS.
ROOM 601A - TWO DESKS FOR OFFICERS.
(RMRC SECRETARY WOULD WORK FOR DELEGATION OUT OF HER REGUALR
LST FLOOR OFFICE).
TRANSPORTATION: TWO SEDANS, PLUS MINIBUS AND THREE DRIVERS, ALL
PROVIDED BY MISSION. O. T. COST DRIVERS ESTIMATED: 2900.

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TELEPHONE: ESTIMATED \$300.00.

PLEASE ADVISE SOONEST ARRANGEMENTS FOR FOURTH SECRETARY AND
PLEASE ASSURE DELEGATION AWARE OF SPACE LIMITATIONS IN ADVANCE
OF THEIR ARRIVAL.BASSIN

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